



F.No.9-ITPO(13)/E-I/2019
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
21.10.2019

Circular No. Admn./52/2019

Subject: Compliance of inspection reports for improvement in security and safety of Pragati Maidan.

1. Electrical appliances should not be left 'ON" while leaving the room by the occupants of the rooms/sections of the office buildings.
2. Duplicate keys of rooms/sections of office may be made available to the Security Division to Manager(VP) immediately to avoid untoward incident.
3. With the consultation of Security Division a periodical briefing on security aspects will be organised in a phase wise manner for all employees to enhance security awareness
4. Security Personnel will be briefed on the last working day of the month from 12:00 noon to 2:00 pm in Hall no. 8.


(Mukesh Chopra)
Manager (Admn.)

To:-
All Officers and staff of ITPO,

Copy to:-

1. PS to CMD
2. PA to ED
3. All HoDs
4. Notice Board